

**MD.KUIYUM UDDIN AHMED**

**56 OYKOTAN, WEST PIRMOHOLLAH, SYLHET.**

**E-MAIL: *kaiyumahmed70@gmail.com***



## **Career Objective**

To endure a challenging position where my knowledge, skills and experience can best highly utilized for the growth of the organisation.

## **Personal Information**

Name	: Md. Kuiyum Uddin Ahmed.
Father's Name	: Md. Maruf Hussain
Mother's Name	: Abeda sultana
Date of Birth	: 20 <sup>th</sup> March, 1993.
Present Address	: 56 Oykotan, West Pirmohollah, Sylhet.
Permanent Address	: Do
Gender	: Male
Religion	: Muslim
Marital Status	: Single
Mobile	: +8801797056994

## **Work Experience**

**Bangladesh Bureau of statistics**

**1st October to 20th October**

**Supervisor**

**Duties & Responsibilities:**

- I have organized 5 groups to collect information from people.
- Check their daily activities.
- Collected more than 8 hundred family information.
- Reporting to the zonal officer.

**Oardun Bangladesh Pvt. Ltd. (Surma Drinking water project)**

**April 2015 - September 2018**

**Accountant & Admin Officer**

**Duties & Responsibilities:**

- Prepare bills to clients according to the agreement

and follow up the payments from clients.

- Preparing statements showing income and transactions.
- Report monthly sales revenue.
- Bank reconciliation and process payments.
- Prepare balance sheet and cash book.
- Dealing with sales invoices, income, receipts and payments.
- Complete Tally ERP 9 related work.
- preparing and maintaining general ledger of the firm.

## Educational Qualification

### **Masters of Business Administration (M.B.A)**

Major Subject : Management  
Graduation Year : 2016  
Result Published : 2019  
CGPA : 3.09  
University : National University, Bangladesh.  
Institute : Madan Mohan College, Sylhet.

### **Bachelor of Business Administration (B.B.A)**

Major Subject : Management  
Graduation Year : 2015  
Result Published : 2017  
CGPA : 2.98  
University : National University, Bangladesh.  
Institute : Madan Mohan College, Sylhet.

### **Higher Secondary Certificate (H.S.C)**

Group : Business Studies  
Passing Year : 2011  
Board : Sylhet  
GPA : 4.40  
Institute : Madan Mohan College, Sylhet.

### **Secondary school certificate (S.S.C)**

Group : Business Studies  
Passing Year : 2009  
Board : Sylhet  
GPA : 4.38  
Institute : The Aided High School, Sylhet.

## Skills & Ability

### Computer Competencies :

- **Office application:** Good at Microsoft Office, Excel and PowerPoint.
- Six month diploma in computer course.

### Language Skill:

- **Bangla :** Excellent communication & presentation skills in Bengali.
- **English:** Good communication & presentation skills in English.

### Key Skills:

- Accounts payable
- Receivables
- Bank reconciliation
- Financial controls
- Time management
- Planning and enacting cash - flows

## Extracurricular Activities & Training

- Worked as a volunteer in VARD (2012-15)
- Got first aid training
- Got training as a fire fighter
- Got psycho social training.

## Hobbies

- Participating in social work
- Traveling
- Listening Music.

## References

**Name: Jayanto Das**  
Department Head  
Madan Mohan College, Sylhet  
Mobile: 01711325559

**Name: Kamal Uddin Ahmed**  
Advocate  
Judge Court, Sylhet  
Mobile: 01719230323